



Parish Clerk - Mrs Sara Archer, 204 Acol Street, Acol, Ramsgate, Kent, CT12 4JN
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CCTV POLICY

1. Introduction

The purpose of this policy is to state how our establishment deals with the requirements of the law, particularly the Data Protection Act 1998, in respect of our use of the Closed Circuit T.V. system in Acol.

The purpose of the CCTV system is for the safety and security of the Village, the prevention, detection and investigation of criminal activity, trespass and vandalism, anti-social behaviour, criminal damage and to monitor any unusual or unacceptable behaviour which may occur in the area. It also serves to act as a deterrent and to provide some reassurance to members of the public. Static cameras enable this purpose.

2. Legal Framework and Requirements

The system shall be used in accordance to all relevant laws and guidelines, including the Data Protection Act 1998, The Human Rights Act 1998 and if appropriate Regulation of Investigatory Powers Act 2000.

Where appropriate, safeguards have been installed to prevent cameras focusing on peoples' homes, gardens or other areas of private property.

Article 8 of the Human Rights Act 1998 protects the right to respect for private and family life. No public Authority may interfere with this right except when in accordance with the law and when necessary. Any interference must be proportional to the threat or risk to community safety, comply with all relevant legal requirements, be necessary for safety and the prevention and detection of crime and cause the minimum of interference to the individual. The use of CCTV must therefore be open to scrutiny and be fully documented.

The Parish Council must be able to demonstrate that it complies with the Data Protection principles which state that data must be:

1. Fairly and lawfully processed
2. Processed for limited purposes and not in any manner incompatible with those purposes
3. Adequate, relevant and not excessive
4. Accurate
5. Not kept for longer than is necessary
6. Processed in accordance with individuals rights
7. Secure
8. Not transferred to countries without adequate protection

The Information Commissioner has the power to issue Enforcement Notices where he/she considers there has been a breach of one or more of the Data Protection principles.

3. Responsible Persons

The CCTV system is operated by Davis Hayfield on behalf of Acol Parish Council and will be in use all year round. The person who has been appointed to oversee the system and procedures i.e. the System Manager is: David Hayfield, in their absence i.e. holiday, sickness, Cllr Richard Steel will cover these duties.

4. Our Policy

1. To inform all who come into the Village that CCTV is in use.
2. To ensure the prevention of intrusion of privacy for immediate neighbours.
3. To keep images from CCTV secure and controlled by authorised personnel.
4. To maintain all CCTV equipment in working order.
5. The System Manager will be able to view the live image display and be able to review/access recorded images to achieve the stated purpose.
6. Within the purpose of the CCTV system such images may be shared with the Police enforcement agency if deemed necessary by the System Manager.
7. The picture quality maintenance and service of equipment will be carried out by the Safe at Home company and a monthly check will take place by David Hayfield.
8. The images will be digitally recorded on a rolling programme of 31 days. Unless required for evidence purposes, this retention will automatically overwrite the oldest images.
9. Any retention of images kept on the server will be kept until they are no longer required then overwritten in the normal way.
10. Any downloaded images can only be made with the System Manager's consent to a digital disc and to be only made available to those who are responsible to achieve the stated legitimate purpose.
11. All copies of downloaded images will be catalogued. These images will be destroyed after they are no longer required. Verified written proof will be retained as confirmation of destruction.
12. Any request to access images from our system from third party groups will be dealt with accordingly by the Clerk.

5. Arrangement Procedures

The following arrangements are in place in order to meet the aims of the policy:

1. All residents and visitors to Acol will be notified of the use of CCTV by appropriate signage within the area.
2. The images that are recorded will be held in a secure location on the systems server and can only be accessed by those authorised to do so.
3. The secure location for viewing images will be authorised only with the System Manager.

6. Incident Response

During monitoring if **criminal or suspicious activity of a serious nature** is observed then the Parish Council should immediately inform the Police. Once an incident is reported to the Police it will be dealt with in accordance with Police procedure.

7. Disclosure of Images

Disclosure of images from the CCTV system must be controlled and consistent with the purpose for which the system was established. For example, if the system is established to help prevent and detect crime it will be appropriate to disclose images to authorised law enforcement agencies where a crime needs to be investigated.

Any other person or organisation wishing to view images must be referred to the Clerk or Chairman of the Parish Council and must be made in writing. In all such cases a consideration will be made about the duties under the Data Protection Act and whether this duty would be breached by releasing the images.

8. Complaints

Any complaints about the Parish Council CCTV system should be addressed to the Clerk of the Council.

Complaints will be investigated in accordance with the existing Parish Council complaints procedure.